# OBTAINING AN INDIVIDUAL NCID ACCOUNT

**PLEASE NOTE:  The State Ethics Commission does *not* maintain or administer the NCID system.  NCID is maintained by the Office of Information Technology Services.  If you experience a problem obtaining your NCID or require technical assistance, please contact ITS directly.  The contact information and links to additional resources are below.**

*If you are a State employee and already have an NCID, you may use your State NCID to access the SEI form or you may create an individual account.*

1.  Go to https://ncid.nc.gov to open a new browser window for NCID.

2.  Click REGISTER at the bottom of the screen.

3.  Select INDIVIDUAL ACCOUNT.

4.  Complete all of the required information including the Challenge Questions & click CREATE ACCOUNT.

5.  A screen should appear with information about the NCID process.  After reviewing this information, click CLOSE THIS WINDOW.

6.  Within a few minutes, you should receive an e-mail requesting you to validate your NCID.  Click the link in the e-mail to validate your account.

7.  When you click the link, a screen should appear telling you that the REQUESTED ACCOUNT HAS BEEN ENABLED.  Click CLOSE WINDOW.

    Wait approximately 5 minutes before attempting the SEI login.

8.  Return to the SEI Forms Webpage & choose the appropriate SEI Form. Please review the "Instructions for Using the Web Form" before you begin.

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*Please contact the ITS Service Desk if you experience a problem and require technical assistance.*

**Phone: 919.754.6000**
**Toll Free: 800.722.3946**
**Email: its.incidents@its.nc.gov**

**Additional Resources:**
**https://www.ncid.its.state.nc.us/**

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